

# 15 TIPS TO MAKE SPEAKER FEAR DISAPPEAR

by Brent Baer



## **Tip #1: Get a good night's sleep the night before.**

There's nothing worse than someone nodding off during your presentation—especially if that someone is you! Avoid a fuzzy mind and less than crisp presentation from lack of sleep –let alone dark circles under your eyes and yawns during your presentation. If you are tired, you increase your chances of putting your audience to sleep.

## **Tip #2: Tick. Tock. Compartmentalize your stage fright.**

Calm yourself before you present by saying to yourself “In 4 hours, 1 hour, ½ hour, etc.” it will be over.

## **Tip #3: Wear a favorite outfit.**

Wear something you have been complimented in. You'll feel professional, comfortable & special.

## **Tip #4: Know the flow of your talk.**

Basically know what you are going to say. Work from a bulleted outline. For notes, preferable use large, 18 point type font. No more than 6 bullets to a page, 6 words per bullet.

## **Tip #5: Have your one-minute opening down pat.**

Know your close. By preparing and rehearsing your opening and closing, you will ‘bookend’ your presentation for success. You don't get a second chance to make a first impression. Also, audiences typically remember the first part of a talk and the ending: the recency and latency effect.

## **Tip #6: Visualize your success.**

Picture the audience's positive reaction that you want. Shut your eyes and watch your successful ‘video’ in your mind. See the smiles. Hear the applause. Feel the rapt attention. Add your favorite colors and music to your mental video. If possible, visualize your success everyday from the day you knew you were going to speak until the day of your presentation.

## **Tip #7: Get there first!**

Come to the room before anyone else is in it. Arrive at least one hour before your talk. Get comfortable. Take ownership of the space. Practice speaking at different volume levels. Stand on the stage. Walk around the room. Sit in the chairs your participants will be sitting in.

## **Tip #8: Don't forget to B R E A T H E !**

Breathe before you present. Slow deep breathing will bring you to a more relaxed state to achieve the desired effect. Visualize breathing in golden healing air and breathing out silver vapor. Breathe from your diaphragm –When you inhale, your stomach should expand like a balloon. When you exhale, it should deflate. **Don't forget to keep breathing during your talk!**

### **Tip #9: Practice BAerobics™ exercises before you present.**

In the room. In the bathroom. Do some shoulder shrugs. Do ½ head rolls to release tension. Slowly bring your chin down toward your chest. Hold it for three seconds. Bring chin back to normal position. Repeat. Bend over like a rag doll. Shake your arms to shake off the fear. Do the “Tense. Hold. Release.” exercise. Tense muscle groups beginning with your feet. Hold for 5 seconds, then release. Keep moving up your body—calves, thighs, bottom, stomach, chest, arms, neck and face. Within one minute, you will feel more physically relaxed. Guaranteed.

### **Tip #10: Greet people at the door before.**

Reference them by name later in the presentation. You will feel more comfortable. Your audience will respect that you took the effort to get to know them. It will shift the “me vs. them” mindset to “we” and you’ll feel more connected to your audience.

### **Tip #11: Have a glass of water near you.**

It’s a great excuse to take a few seconds and gather your thoughts. It will give your audience a moment to absorb what you’ve said. Room temperature water is best. It will lubricate your throat. You’ll avoid dry mouth.

### **Tip #12: Involve 100% of your audience.**

Ask enrolling questions early in your talk: Make sure every person has something to raise their hand about. 100% involvement is your goal. E.g. “How many of you like chocolate? How many don’t?”

### **Tip #13: Turn the volume down on your inner critique!**

You know...that little negative voice in your head. If your internal voice says a negative message to you while you are presenting, respond to it mentally and say “not helpful” or “thank you for sharing,” then continue to do what you are there for-- deliver an effective presentation.

### **Tip #14: Turn your talk into 1-on-1 conversations.**

How? Talk to one person at a time. You are pretty good at that! Hold your gaze on one person for one thought. Then take a quick diaphragmatic breath, find another pair of eyes and then speak your next thought. This technique can reduce your fears by 50%! Also, during your talk, look at friendly faces in crowd to get encouragement.

### **Tip #15: Remember two things.**

#1: You don’t have to be ‘perfect.’ #2: There is no such thing as ‘perfect.’

## **BONUS TIPS**

### **Tip #16: Practice. Practice. Practice.**

It’s the answer to the famous question “How do you get to Carnegie Hall?” Remember to practice not just what you are going to say, but also how you will say it. There are so many benefits to rehearsing. When you give your actual presentation, you will have that “déjà vu” feeling that “you’ve done this before”—which you have! It will help you with your timing. Delivery. Smooth transitions. Comfort.

### **Tip #17: Know your transition phrases.**

Write them down. This will help you have smooth segues between different sections of your talk. Each transition phrase/sentence will jog your memory for the next section in your presentation.

## **FINAL THOUGHTS TO MAKE SPEAKER FEAR DISAPPEAR:**

It’s OK to have fears. We all get the butterflies in our stomachs. I still get them. The trick is to make the butterflies “fly in formation.” When you use the above techniques, you will turn the ‘dis-stress’ into positive stress that can work to your advantage. Channeled properly, the fear can give you that extra spark of passion. Don’t let the anxiety freeze you – have it work for you!